

1. Effective Date of Change

2. Date Prepared

3. GWID or Social Security No.

4. Name (Last) (First) (Initial)

6. TYPE OF ACTION
New Hire (new GW employees)
Add Position
Reappointment (Faculty Only)
Overload (Faculty Only)

7. EMPLOYMENT HISTORY
This person is currently employed at GW
This person was previously employed at GW

8. EMPLOYMENT CATEGORY
Reg F/T
Reg P/T
Temp

9. TYPE OF APPOINTMENT - FACULTY ONLY
Fiscal
Academic
Semester
Summer
Month

10. PAYROLL MODE
Monthly
Biweekly

11. DEMOGRAPHIC INFORMATION (New hires only)
Birthdate: Sex: M F
Ethnic Origin: American Indian or Alaskan Native
Asian or Pacific Islander
Black, not of Hispanic Origin
Hispanic
White, not of Hispanic Origin
U.S. Citizen: Yes No If No, Visa Status:
Marital Status: GW Student: Y N

12. W4 ADDRESS (Address used on Tax Forms)
Address:

City: State: Zip:
County:
Telephone:

13. CURRENT MAILING ADDRESS (If different from W4 address)
Address:

City: State: Zip:
County:
Telephone:

14. SALARY DISTRIBUTION > COMPLETE ONE LINE FOR EACH DISTRIBUTION

15. HOME DEPT.

16. BANNER HOME INDEX

DEPARTMENT OR SPONSORED PROJECT AWARD	Banner Index	Account No.	% Salary	Annual Salary	Monthly Salary	Base Rate	Finish Date	Employee Class	Position Class	Pos No/ Suffix	Project	Task	Award
1													
2													
3													
4													
5													

18. Remarks (For Faculty, include course number):

Total

Premium Pay: Shift1 Shift2 Weekend Special On Call

17. Payroll Adjustment Required:

ReportsTo Position #: Email of Preparer:

19. Prepared By: Ext. Date

20. Dept Head: Date

21. VP or Dean: Date

22. Budget Authorization Date

23. Personnel Date

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

EMPLOYEE HIRE FORM

THIS FORM IS NOT A CONTRACT OF EMPLOYMENT

Revised 03-09-04 MAT